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Assistant Director for Operations

Acting Chief, FBIB

Liaison Requirements

In view of the abrupt cessation of operations on the part of Requirements Branch, OCO, it will be necessary to effect the following adjustments in FBIB Liaison immediately.

1. Collect from OSE, State, and Army the Weekly Monitoring Targets. This is highly desirable from FBIB point of view since it will bring closer contact with the researchers who actually draft the targets. Requirements Branch is instructing the agencies to send their targets to FBIB directly. It will be necessary to have them cleared for transmittal to field offices in the clear. Ruling is requested whether FBIB is authorized to use its discretion in this regard.

2. Perform the necessary liaison to determine the requirements of IAC agencies and non-IAC agencies in that order for FBIB service. This must be broken down into:

- a. Routine distribution of publications
- b. Modification of existing publications
- c. Surveys of value, adequacy, etc.
- d. Special reports and services, other than those in fulfillment of numbered CDS, which will presumably be handled as heretofore.

3. Perform necessary liaison with persons and agencies outside the Government for:

- a. Dissemination of Unclassified Reports
- b. Dissemination of Broadcast Information publications
- c. Special service to Press and Radio within security regulations and within practical considerations of time and effort.

4. For these purposes it is recommended that a Public Relations Office be established within the Reference Center.

5. It is urgent that a CAP-4 secretary or CAP-3 clerk-typist be obtained for the Liaison Officer as soon as possible. Request for a position in the FBIB T/O is being made. It is recommended that Reference Center be approached on the immediate transfer of such an employee.

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